



# **DODGE CITY**

**COMMUNITY COLLEGE  
CENTER FOR BUSINESS  
AND INDUSTRY  
presents**

## **Employee Motivation Workshops**

***Speaker:  
Phil Coleman***

**November 16, 1989-  
9 a.m. to noon  
and 1 to 4 p.m.**

**November 17, 1989-  
9 a.m. to noon  
Santa Fe Room**

**Information Numbers:  
316-225-1321, Extension 247  
or toll-free in Kansas:  
1-800-742-9519,  
Extension 247  
Phone Enrollment Number:  
316-225-4114**

# Employee Motivation Workshops

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## **Seminar One BUILDING SUCCESS ATTITUDES: For Managers and Employees**

### **Program Objective:**

This program will provide some effective communication skills for use in dealing with others and assist you in becoming more persuasive.

### **Program Outline:**

- Winners and Non-winners
- Ego States: Parent, Adult, Child
- Transactions: Crossed, Complementary, Ulterior
- Games People Play
- Win-Win Relationships
- Effective Customer Service
- Positive and Negative Stamp Collecting
- Rackets: Favorite Bad Feelings
- Positive and Negative Stroking
- Drivers: Be Strong, Be Perfect, Please Me, Hurry Up, Try Hard
- Options for Change: Improvements You Want to Make

## **Seminar Two ACHIEVEMENT MOTIVATION: Techniques - Managers and Employees**

### **Program Objective:**

This program will give you tips on self-motivation as well as ways to create a motivational environment for others. It will provide some exact feedback on each person's own motivational level and help you to understand different personalities in relationship to motivation.

### **Program Outline:**

- Fear Motivation
- Incentive Motivation
- Achievement or Attitude Motivation
- Understanding Motivation Styles of Others
- Self-Motivation Exercises
- Increasing Self-Confidence
- Developing Creative Potential
- Increasing Personal Output

## **Seminar Three EFFECTIVE GOAL SETTING: Time Management**

### **Program Objective:**

This program will show you how to establish realistic goals, sub-goals and deadline dates. It will give you key points on how to get more done and to be more effective.

### **Program Outline:**

- Examples of Goals
- Benefits of a Goal Program
- Errors in Goal-Setting
- Categories of Setting Goals--7 Areas
- Goal Criteria: How to Write Them
- Establishing Goals and Sub-Goals (Plan of Action)
- Time Management Tips
- Self-Analysis in Time Management





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## About the Presenter:

**PHIL COLEMAN** has helped thousands of salespeople, managers and employees become more effective in their careers. He has presented personal growth seminars the past 17 years, and his training is practical, motivating and relevant. Phil is a professional sales and management consultant. Over the past 17 years, Phil has worked with numerous companies in a number of different states. Through his own goal setting and selling program, he has developed a very successful business from scratch. Phil is also in demand as a motivational speaker at banquets, graduations, conventions and company meetings.

## To Register:

**Pre-registration is encouraged to guarantee the class will be held.** To enroll early and save by registering early, please phone **Telephone Registration**. Telephone registration will be open from Monday through Friday, 8:30 to 4:00 except on college holidays. **TO REGISTER BY PHONE, CALL 316-225-1321 EXT. 295. Or call toll-free in Kansas: 1-800-742-9519 Ext. 295.**

## Fees:

### **One Workshop:**

\$25; on site registration: \$30.

### **Two Workshops:**

\$40; on site registration: \$45.

### **Three Workshops:**

\$60; on site registration: \$65.

Make Checks payable to Dodge City Community College, and mail them to the attention of the Business Office. You may pay by cash, check or VISA or MasterCard.

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